



Date as postmark  
Secretaries  
Ad Hoc Competitions

Dear Secretary

### **Re: Ad Hoc 1 – 3 Day Competition**

Please find enclosed the following forms for completion and return:

Ad Hoc Sanction form  
Form 'D'

These must be returned to The Cheshire County FA office with the appropriate fee and a copy of the Insurance Certificate **no later than three weeks** prior to the commencement of the Competition.

It is the responsibility of the Competition organiser to ensure that all teams that take part in the Competition are affiliated. The affiliation details of each team must be entered on the Form D.

Teams formed solely for the purpose of entering this Competition may affiliate for this Competition at a cost of £1-18 per team. The £1-18 affiliation fee covers this Competition only. The team must still nominate a secretary and supply that person's name and address.

All Competitions having affiliated **MUST**, in accordance with The Cheshire County FA Rule 4.3, upon completion of the Competition, submit a certified balance sheet, audited by a suitable person within 28 days of the conclusion of the competition. The balance sheet shall show an opening and closing balance and where funds are held.

Competitions who do not submit the required information may not receive sanction for future Competitions.

### **Charity Competitions**

Competitions that are held to raise money for charity may claim back the tournament affiliation fee from the Cheshire County FA, providing the Competition organiser submits the following:

1. A certified balance sheet, audited by a suitable person within 28 days of the conclusion of the competition
2. Evidence of receipt of the money by the Registered Charity

Yours faithfully

*G. Polkey*

Garry Polkey  
County Administration Manager